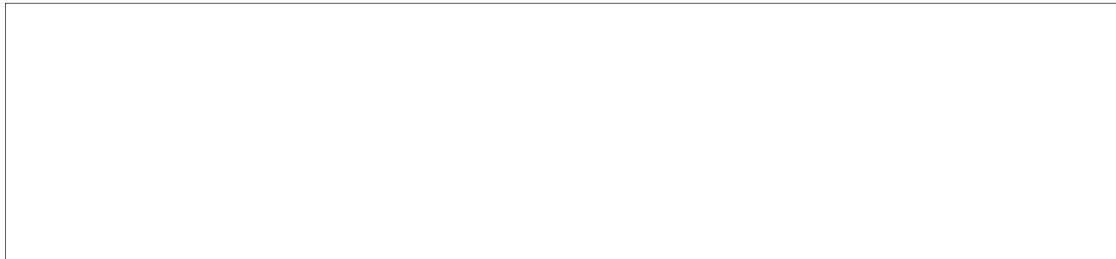


**CONFIDENTIAL**

MEMORANDUM FOR: Chief, Plans and Policy Staff

6 March 1957

SUBJECT : Intelligence School Weekly Activities Report #10  
28 February through 6 March 1957I. SIGNIFICANT ITEMS - None.II. OTHER ACTIVITIESa. OTR Orientation Officer(1) The CIA Introduction program was held on 4 March for ☐ people. 25X1(2) ☐ overseas returnees attended the CIA Review which was conducted on 28 February. 25X1(5) On 27 February ☐ presented a lecture on "The Intelligence Community and the NSC Today" at the Strategic Intelligence School. 25X1b. Management Training 25X1(1) Basic Supervision #28 for GS 5-7, scheduled for 11-22 March, had ☐ candidates as of 6 March. The Basic Management presentation scheduled for 22 April - 3 May is being converted into a second presentation for this grade level to take care of the over-registration. Basic Supervision #29 for GS 9-11, scheduled for 8-19 April, now has ☐ people enrolled. 25X1(2) A questionnaire to provide some indication of what former students of Basic Management consider to be their present needs, if any, for further training has been devised by ☐ The questionnaire has been sent to ☐ students who took Basic Management approximately two years ago. 25X1**CONFIDENTIAL**

S-E-C-R-E-T

25X1

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25X1

WAC (3) A group of [ ] OSI supervisors, D/AD, Division, Staff, and Branch Chiefs took part in a presentation of Management (Special) at [ ] 25 February - 1 March. Dr. Seoville, AD/SI, joined the group the last two days. They worked every evening, on one occasion until midnight, but appeared to have enjoyed the training experience. The support at [ ] was superb. The scientists left [ ] having acquired as a by-product of the training experience a fresh view of, and appreciation for, the training given by OTR to their opposite numbers on the DD/P side.

25X1

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#### c. Intelligence Orientation

25X1

(1) [ ] reported for duty as a member of the staff of Introduction to Intelligence on 4 March. He will audit all seminars and most of the lectures during this presentation of the course. He will also be assigned to assist [ ] in the development of the Intelligence Support Exhibit.

25X1

(2) Intelligence Orientation #7 began on 4 March with [ ] students in attendance. The Director of Training introduced the course with remarks about Career Development, Competitive Promotion, and Training Opportunities.

25X1

25X1

(3) The concept of an Intelligence Support Exhibit was accepted at the DD/S Staff Meeting on 27 February. The following day [ ] OP, called [ ] about commencing the production of an exhibit for that Office.

25X1

W (4) [ ] completed the second presentation of the Writing Workshop for the Office of Communications on Friday, 1 March. The entire presentation was given at [ ]

25X1

25X1

#### d. Intelligence Training

25X1

WAC (1) The first area survey course on [ ] began on Monday with [ ] full time students and [ ] auditors. In addition to the [ ] Agency students, there are three from State, three from Army Map Service, and one from Army Intelligence. The group was welcomed by the DD/TR. Other speakers at this opening session were [ ] of the OTR Library, and [ ] from OCI.

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25X1

25X1

(2) Preparations are being made for Writing Workshop #12 which will begin on Monday, 11 March. This course will be split into two sections, one under [ ] and one under [ ]

25X1

#### e. Reading Improvement

The reading skills analysis was given to [ ] employees who requested it last week. The employees were from EE, Security, and ORR.

S-E-C-R-E-T

f. Instructor Training

25X1

On 6 March [ ] began training [ ] for the Special Projects Division.

g. Administrative Training

25X1

(1) Administrative Procedures #71 was completed on 1 March.

(2) Operations Support #25 began on 4 March with a first week's enrollment of [ ] students.

25X1

(3) At the request of [ ] of the Operations School, [ ] gave a two-hour lecture on Prescribed Practices of Cable Writing in Information Reporting, Reports, and Requirements.

25X1

h. Clerical Training

(1) During the week of 25 February there were [ ] people in Clerical Induction Training and [ ] people in Clerical Orientation.

25X1

25X1

(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 25 February were as follows: Of [ ] people tested in shorthand, [ ] qualified; of [ ] people tested in typewriting, [ ] qualified.

25X1

25X1

(3) On 28 February [ ] administered the highest speed shorthand test ever given by Clerical Training: 200 words a minute. The test was given to [ ] of TSS who had previously qualified on Agency 160 and 180 word-a-minute tests. He did not qualify on this test, but plans to try again after further practice on his own time.

25X1

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25X1

(4) The final session of the OTR Secretaries Workshop was held Friday, 1 March. From all reports the Workshop was very well received. [ ] OTR secretaries attended, in addition to [ ] auditors. Mr. Baird and [ ] of the Support Staff spoke to each group.

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i. Visual Aids Section

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The weekly activities report of VAS is attached.

25X1

III. PERSONNEL NOTES

Nothing to report.

[ ]  
Chief, Intelligence School

25X1

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